GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

COMMITTEE – Constitution of Committee on introduction of single file system - multi departmental consultation under the Chairmanship of Special Chief Secretary, EFS&T – Orders - Issued.

GENERAL ADMINISTRATION (AR&T.I) DEPARTMENT

G.O.Rt.No.2142 Dated 13-7-2015

Read :-

Minutes of the Secretaries Conference held by Chief Secretary on 30-6-2015.

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ORDER:-

Streamlining the file movement inter Department, intra Department and between Heads of Department with administrative Department in the Secretariat, simplifying the procedure for quick and effective decision making has been engaging attention of the Government. This issues were discussed in the Secretaries Conference held by Chief Secretary on 30-6-2015, a decision was taken to Constitute a Committee under the Chairmanship of Special Chief Secretary (EFS&T) to study and assess the feasibility of introduction of single file system between Heads of Department & Secretariat.

2. After careful examination of the matter Government hereby constitute a Committee on introduction of single file system between Heads of Department and Secretariat Departments, simplifying the system multi departmental consultation with the following Officers.

1) Sri A.K.Parida, IAS, Special Chief Secretary to Government EFS&T Department	---	Chairman
2) Sri K.Praveen Kumar, IAS, Secretary to Govt., BC Welfare Department	---	Member
3) Secretary to Govt., (Expr.) Finance Department	---	Member
4) Secretary to Government Law Department	---	Member
5) Sri Sai Prasad, IAS, Secretary to Chief Minister	---	Member
6) Secretary to Government (Poll.) General Administration Department	---	Member / Convener

3. The Committee will study and assess the Depts., where single file system can be introduced between Heads of Department and Secretariat. The Committee also give its suggestions which Dept. Ex-Officio Secretary system can be introduced on permanent basis. The Committee will also look into the Business Rules and suggest suitable modification to the Business Rule with regard to finance and inter departmental consultation, so that routine file circulation to finance is averted and inter-Department consultation concerned Secretary to dispose file at his level. Large number of files are being circulated to C.M. for final orders. Committee may study the existing practice and procedure and suggest suitable delegation. Ideally files require to be circulated to C.M. should be initiated at Secretaries level instead of being routinely processed by the Section. The Committee may analyse the existing procedure and suggest

measures to minimize the delay and ways to reduce the number of levels which are associated with files requiring circulation order.

4. Committee is requested to finalise the recommendations within 3 months from the issue of this order.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA RADESH)

I.Y.R.KRISHNA RAO
CHIEF SECRETARY TO GOVERNMENT

To
The Officers concerned.
The Environment, Forest, Science & Technology(OP) Department.
The Backward Classes Welfare (OP) Department.
The Finance (OP) Department.
The Law (OP) Department.
The General Administration (OP) Department.
Copy to:
All Department of Secretariat.
All Head of Departments.
All District Collectors
The Prl. Secretary to C.M.
The P.S.to Chief Secretary.
The P.S. to Spl. Secretary to Govt.(GPM&AR)
The P.S. to Secretary to Govt.(Poll.)
SC/SF.

// Forwarded by order //

SECTION OFFICER